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In reply refer to Initials and No.

Op-30Z/gm

NAVY DEPARTMENT

OFFICE OF THE CHIEF OF NAVAL OPERATIONS

WASHINGTON 25, D. C.

15 January 1948

MEMORANDUM FOR: Mr. Ralph Block (State)
Col. W. L. McKeever (Army)
Col. A. M. Rich (Acting for Air Force)
[redacted] (CIA)

25X1

Subject: Organization Diagram.

1. A diagram of organization is attached hereto. It was prepared by a management engineer and, in his opinion, is in keeping with good management engineering theories and practices.

2. It appears that any organization, such as we are now contemplating, will include the functions covered in broad terms as outlined in these papers. It also appears that these functions will have to be performed by the Organization under the Director or by some outside activity for the Director.

3. It should be noted that the Typical Organization, chart 1, is presented primarily on a functional basis and the lines do not indicate necessarily lines or levels of authority. The determination of lines and levels of authority would depend upon the relative importance, scope, etc. of the functions as finally developed. The number of major functional divisions would depend upon the number of separate and clearly defined functional activities contributing directly to the fulfillment of the Organizations broad objectives as eventually developed.

4. It is submitted for appropriate consideration by the Sub Committee.

K. P. Poehlmann

OSD & DOS review(s) completed.

NAVY review(s) completed.

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Functional responsibilities of the Director of Agency that would normally be performed by Staff Divisions (Arranged according to Chart I with more detailed organizational breakdown).

A. Management and Fiscal Control Division

1. Administrative Planning and Review Branch

a. Organizational matters.
b. Administrative procedures (other than fiscal).
c. Utilization of personnel, materials, facilities, etc.
d. Complement control (overall personnel distribution).

2. Budget Branch

a. Preparation and administration of budget, and control over allocation and reallocation of funds.
b. Agency representation before other departments and agencies, and Congress on budgetary matters.

3. Fiscal Branch

a. Fiscal administration, including

(1) Procedures
(2) Accounting
(3) Disbursing, etc.

B. Administrative Division

1. Personnel Branch

a. Military
b. Civilian

2. Office Services Branch

a. Communications Services

(1) Mail Room
(2) Wire Room
(3) Messenger Service

b. Central Records (General Files)
c. Telephone Services
d. Reproduction (duplicating)
e. Tabulations
f. Transportation

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3. Publications Branch

a. Editorial
b. Graphic

4. Supply Branch

a. Procurement
b. Storage and Issuance
c. Space and Equipment Control

5. Security Branch

C. Legal Division

a. Administrative Law
b. Commercial Law
c. International Law

D. Public Relations Division

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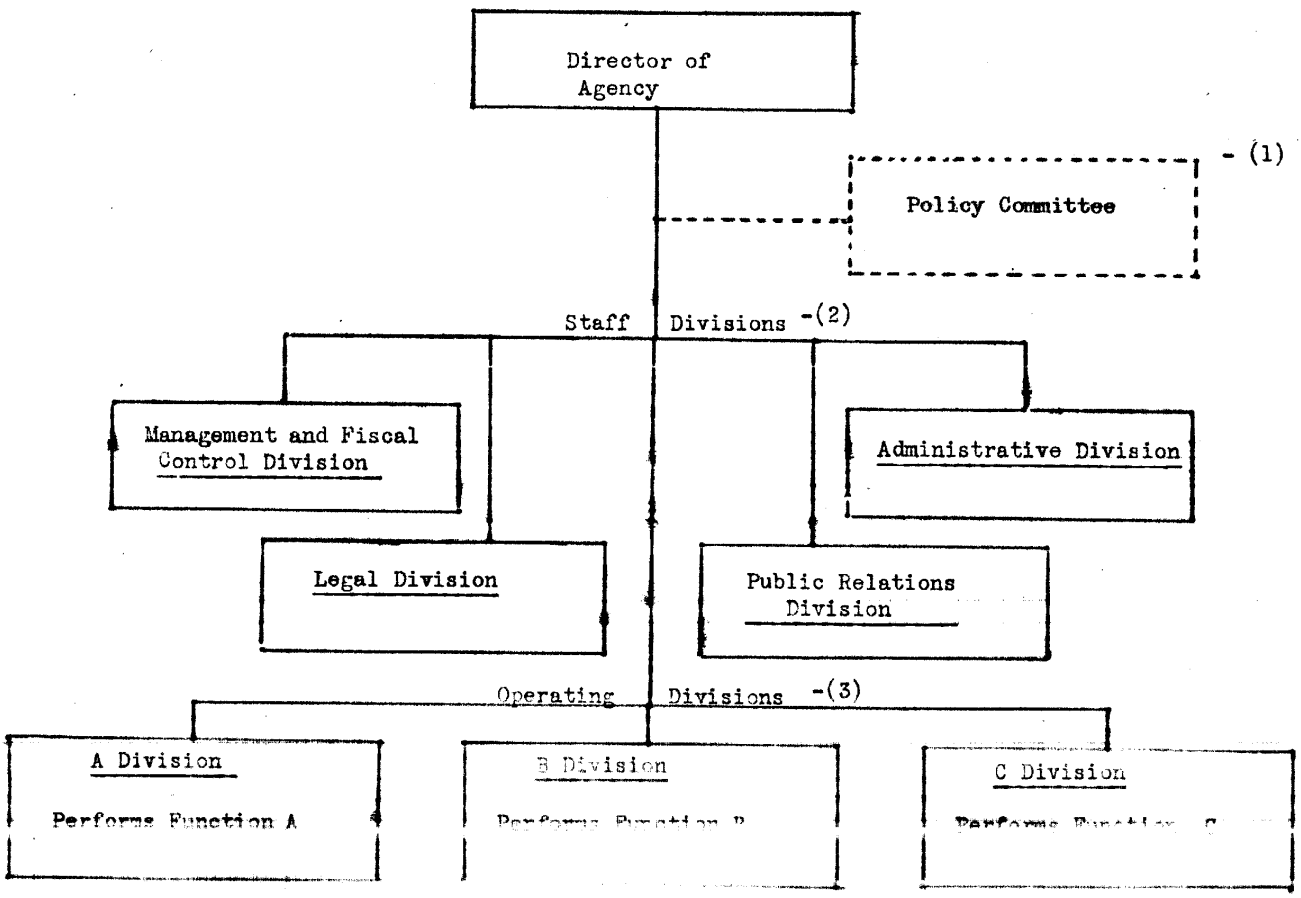
CHART I

Typical Organization



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(1) Policy Committee: Advise the Director on matters of broad policy, such as overall agency program planning, etc. Normally composed of the Agency Director, as Chairman, and the heads of such staff and operating divisions as is appropriate. Such a committee may, or may not, have a full-time secretariat, depending on the volume of work in its field.

(2) Staff Divisions: Renders specialized services to both operating and other staff divisions; renders advisory services to the Director and heads of other staff and operating divisions, as required; or exercises control over some functional responsibility of the Director affecting more than one operating division and may affect other staff divisions. Normally, staff divisions contribute less directly to the fulfillment of the Agency's broad objective than do the operating divisions.

(3) Operating Divisions: Individually, such divisions contribute directly to the fulfillment of the Agency's broad objective, each specializing in some phase of its basic activities; collectively they perform all of the Agency's basic functions, and are dependent upon the staff divisions for specialized forms of advice and services.

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